



# Department of Property & Procurement

## Government of the United States Virgin Islands

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April 30, 2018

**AMENDMENT #1 – RFP-015-2018 (P) Provide Third Party Fiduciary Oversight and Funds Management Services for the U.S. Virgin Islands**

**DELETE: Attachment 2: Sub-Contractor Reference Form**

**INSERT: Revised Attachment 2: Sub-Contractor Reference Form dtd 4-30-18**

**Questions and Answers**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

**United States Virgin Islands  
Request for Proposals  
Third-Party Fiduciary Oversight and  
Funds Management Services**

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**Attachment 2: Sub-Contractor Reference Form**

**THIRD-PARTY FIDUCIARY OVERSIGHT SERVICES**

**Sub-Contractor Reference Form**

Please provide at least five (5) references for the proposed services that most closely reflect similar consulting projects to GVI's scope of work, which your firm has completed within the past five (5) – seven (7) years. Please use the following format in submitting references.

**GENERAL BACKGROUND**

**Name of Government or Agency:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Government Project Manager:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Service Dates:** \_\_\_\_\_

**Summary of Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount of Funds Managed:** \_\_\_\_\_

**Number of Employees:** \_\_\_\_\_

**PROJECT SCOPE**

**Please indicate (by checking box) processes managed:**

- |                         |                  |   |
|-------------------------|------------------|---|
| (1) General Ledger      | (6) Accounts     | (11) Payroll Receivable/Billing/Cash Receipts |
| (2) Budget Development  | (7) Inventory    |   |
| (3) Projects Accounting | (8) Purchasing   |   |
| (4) Grants Accounting   | (9) Fixed Assets |   |
| (5) Accounts Payable    | (10) Payroll     |   |

**PROJECT COST**

## **Questions and Answers:**

**Question 1: Is the Contract with the Incumbent Firm available online or in some other share point file?**

**Response: No.**

**Question 2: Can the number of references be less than five...for example three?**

**Response: At least three (3) references must be submitted with response to RFP.**

**Question 3: Will any local funds support any part of the contract. If so, what is the budget?**

**Response: N/A**

**Question 4: Can the due date be extended for one week to May 14, 2018?**

**Response: No.**

**Question 5: Would you consider a Pre-Bid Conference, either in person or by video?**

**Response: No.**

**Question 6: The TOC refers to Attachment 3 - Proposed Cost Schedule. There was no Proposed Cost Schedule format included. Attachment 3 is actually the Sample Professional Services Agreement.**

**Response: Please utilize your own format.**

**Question 7: Incumbent TPFA uses MUNIS v11.2. What version of MUNIS does GVI use?**

**Response: The GVI's ERP MUNIS and the TPFA's ERP MUNIS are both v11.2 and work independently.**



**Question 8: A “transition implementation plan” was submitted to US Ed in Sept 2015. Was it accepted by US Ed? Please provide a copy of the transition implementation plan. Will it be provided for review as part of the proposal process? What is your assessment of your progress towards achieving the plan? How does the transition implementation plan differ from the Corrective Action Plan (CAP)?**

Response: The documents will be provided to the selected vendor upon their approval from USED and award of a contract.

**Question 9: Has progress been made toward implementing the Self-Contained Model (SCM) aka Federal Grants Specialized Processing Unit (FGSPU), of the Office of Management and Budget?**

Response: Yes.

**Question 10: What integration do you currently have between the GVI MUNIS ERP and the TPFA MUNIS system? What information is shared? Frequency? How is it achieved?**

Response: The Tyler MUNIS financial management system (“Tyler MUNIS”) is a credible financial management system that meets generally accepted accounting principles for purposes of audit and examination of any books, documents, papers, and records. The GVI’s ERP MUNIS and the TPFA’s ERP MUNIS are both v11.2 and work independently. The TPFA system is utilized to for the processing of USED funds in a “closed” environment. In the event an electronic transfer is required between the two (2) systems; the parameters will be discussed by the parties involved to effectuate the transfer.

**Question 11: Is this the 2017 Special Conditions? If not, please provide the most recent special conditions.**

Response: Yes.

**Question 12: Is the most recently submitted Corrective Action Plan (CAP) quarterly update (3/30/18 or 13/21/17) available? Please share if possible.**

Response: The documents will be provided to the selected vendor upon their approval from USED and award of a contract.

**Question 13: Please provide a current grant status report showing all US Department of Education grants to USVI, balances expenditures, etc.**

Response: The documents will be provided to the selected vendor upon their approval from USED and award of a contract.

**Question 14: Has the FY2017 Single Audit been completed? Please provide the most recently completed Single Audit.**

Response: The FY2017 Single Audit is due June 30, 2018 and the most recent can be found on <http://www.usvifinance.info/> Financial Reports

**Question 15: Does the GVI plan to transition from the TylerMunis as the territory's financial management system? (See Part 3 Detailed Submittal Requirements / 3.7 Systems Integration / Section 7.0)**

Response: The GVI and the current TPFA both utilize Tyler Munis ERP v11.2; although on different platforms. The TPFA system is totally segregated and is not managed by the GVI.

**Question 16: What is the present status of the FGSPU/SCM? Is it fully operational? If so, how does the GVI foresee the relationship between the potential TPFA and the FGSPU/SCM? (See Attachment 4: Special Conditions, including Attachment A / B. Corrective Action Plan)**

Response:

(1) The FGSPU/SCM is in place.



(2) The Grants Management and Accounting / Reporting sections are functioning with the training received. The Fixed Assets section is currently being reviewed for staff.

(3) Train and coordinate efforts with the Self-Contained Model (SCM) aka Federal Grants Specialized Processing Unit (FGSPU), of the Office of Management and Budget.

The Agent may assist the Virgin Islands with the implementation of the FGSPU/SCM and/or other similar financial management capacity building efforts, to the extent that this assistance does not compromise the execution of its responsibilities under these special conditions.

**Question 17: Please explain Section 1.4 in more detail. What is the relationship between the current Credible Financial Management System (CFMS) and the Tyler Munis System? Section 1.4 says that CFMS is the current system, but it also says that the "Tyler Munis ERP is recognized as the GVI's "system of record".**

Response: Tyler Munis ERP v11.2 is the GVI's Credible Financial Management System (CFMS); which is therefore recognized as the GVI's "system of record".

**Question 18: Are the CFMS and Tyler Munis ERP systems fully integrated? If not, to what extent are manual processes, reports, and routines required to provide GVI with required information?**

Response: See #17.

**Question 19: Section 3.7-Systems Integration states, "Detail the ability to electronically transfer all necessary data from the system used by the current TPF agent, Tyler Munis ERP v11.2, to the Financial Management System of the GVI (ERP)." Specifically what data is required to be electronically transferred?**

Response: The Tyler MUNIS financial management system ("Tyler MUNIS") is a credible financial management system that meets generally accepted accounting

principles for purposes of audit and examination of any books, documents, papers, and records. The GVI's ERP MUNIS and the TPFA's ERP MUNIS are both v11.2 and work independently. The TPFA system is utilized to for the processing of USED funds in a "closed" environment. In the event an electronic transfer is required between the two (2) systems; the parameters will be discussed by the parties involved to effectuate the transfer.

**Question 20: Please provide a copy of the Transition Implementation Plan referenced in section 3.2-Executive Summary.**

Response: The documents will be provided to the selected vendor upon their approval from USED and award of a contract.

**Question 21: Section 3.11 states, "The prospective vendor's cost proposal must be presented in the format provided in the Attachments to this RFP." Please provide the attachment as it is not included with the RFP."**

Response: Please utilize your own format.

**Question 22: Is CFMS an internally developed system? If not, who developed the system?**

Response: See #17.

**Question 23: Please provide a copy of the organization chart that is relevant to this RFP.**

Response: The documents will be provided to the selected vendor upon their approval from USED and award of a contract.

**Question 24: What is the population (number) of the government's impaired capital assets?**

Response: This is for assets purchased with the U.S. Department of Education funds for the Virgin Islands Department of Education (VIDE) and the Virgin



Islands Department of Human Services (VIDHS). There are approximately 6,800 trackable fixed assets with a ratio of 97% for VIDE and 3% for VIDHS. These assets are maintained in the TPFA's ERP MUNIS Fixed Assets Module.

**Question 25: Does the government maintain accurate, reliable data and records on its impaired capital assets?**

Response: The records for the assets are maintained in the TPFA's ERP MUNIS Fixed Assets Module.

**Question 26: What event or circumstances resulted in most of the assets becoming impaired?**

Response: Due to the impact of Hurricanes Irma and Maria in September 2017 the status of the Fixed Assets is currently in the final stages of being evaluated and assessed.

**Question 27: Will the scope of work apply to just the agencies under TPFA oversight or to the GVI as a whole? The last 3 words in the above sentence infer the TPFA services might apply to the GVI as a whole. This would impact staffing needs and consequently pricing. (See Section 1.6)**

Response: The Special Conditions indicate the Virgin Islands Department of Education (VIDE), Virgin Islands Department of Human Services (VIDHS), Virgin Islands Department of Health (VIDH), Virgin Islands Department of Finance (VIDF) and the Virgin Islands Department of Property and Procurement (VIDPP) respectively, the GVI.

**Question 28: Will the requirement regarding removing personnel and being on island apply to only key personnel or any of the TPFA's personnel, including staff and clerical? (See Section 2.7)**

Response: CONTRACTOR PROJECT PERSONNEL

(a) "Key Personnel" shall mean an employee of the Contractor serving in a supervisory capacity or in a position that includes any responsibility or authority to make discretionary decisions with respect to the services to be performed under this Contract. Key Personnel includes, but is not limited to, all managers. All Key



Personnel assigned shall be employees of the Contractor. Contractor may not subcontract any Key Personnel positions

(b) "Operating Personnel" shall mean any person employed by the Contractor with respect to this Contract who is not in a supervisory capacity with the authority to make discretionary decisions with respect to the services to be performed under this Contract and whose duties involve performing the specific tasks described in the scope of service under this Contract under the supervision and direction of the Contractor's Key Personnel.

**Question 29: Does non-key roles, utilizing 1099 contractor services, also require approval? Additionally, would local 1099 staff be considered a sub-contractor? (See Section 2.8)**

Response:

(1) Contractor shall, in writing, provide the Government with the names and qualifications, which shall include references and curriculum vitae, of all Key Personnel or Operating Personnel that will be providing services under this Contract.

The Government shall have the right to recommend the removal of any Operating Personnel that is a subcontractor of the Contractor. In the event the Contractor acts upon the Government's recommendation, it shall within THIRTY (30) days of the removal of such Operating Personnel subcontractor present the names and qualifications, which shall include references and curriculum vitae, of a replacement subcontractor for review by the Government.

(2) If a worker is an employee you are responsible for withholding and paying the employment-related taxes. If your worker is a subcontractor, they are responsible for keeping their own records and paying their own income and self-employment taxes. Therefore, it is very important to determine whether your worker is an employee or a subcontractor.

**Question 30: Would the electronic transfer of data be at the general ledger or subsidiary ledger level? Also, would the TPFA be expected to cover IT/programming costs associated with establishing an interface or**

**exchange system between the TPFA's System of Record and the GVI's System of Record? (See Section 3.7)**

**Response:**

(1) The Tyler MUNIS financial management system ("Tyler MUNIS") is a credible financial management system that meets generally accepted accounting principles for purposes of audit and examination of any books, documents, papers, and records. In the event an electronic transfer is required between the two (2) systems; the parameters will be discussed by the parties involved to effectuate the transfer.

(2) In the event Contractor is required to modify Tyler MUNIS, the parties may evaluate the services relating to such modification and, pursuant to such evaluation, may negotiate in good faith to amend the Contract to account for documented additional fees, costs, and expenses associated with such services.

**Question 31: Does this apply to all personnel, including staff and clerical or just key management personnel? (See Section 3.8)**

**Response:**

(a) "Key Personnel" shall mean an employee of the Contractor serving in a supervisory capacity or in a position that includes any responsibility or authority to make discretionary decisions with respect to the services to be performed under this Contract. Key Personnel includes, but is not limited to, all managers. All Key Personnel assigned shall be employees of the Contractor. Contractor may not subcontract any Key Personnel positions

(b) "Operating Personnel" shall mean any person employed by the Contractor with respect to this Contract who is not in a supervisory capacity with the authority to make discretionary decisions with respect to the services to be performed under this Contract and whose duties involve performing the specific tasks described in the scope of service under this Contract under the supervision and direction of the Contractor's Key Personnel.



**Question 26: What event or circumstances resulted in most of the assets becoming impaired?**

Response: Due to the impact of Hurricanes Irma and Maria in September 2017 the status of the Fixed Assets is currently in the final stages of being evaluated and assessed.

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